United Nations ST/IC/2010/19

Secretariat

21 June 2010

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Human Resources Handbook**

1. The *Human Resources Handbook* provides managers, administrators and staff with access to up-to-date information on personnel-related regulations, rules and policies.

2. The electronic version of the Handbook was created for easy updating and maintenance. A hard copy does not exist. However, the official documents contained in the Handbook, such as administrative issuances and information circulars, are available on the Optical Disk System.

Access

3. The Office of Information and Communications Technology continues to provide access to the Handbook for users with a connection to iSeek. Users can select either the English or the French version from the first page of the Human Resources Handbook site.

4. The Handbook is available on iSeek through:

(a) The drop-down menu under "Topics" by selecting "Human Resources" and then "HR Handbook";

(b) The Department of Management page by selecting "HR Handbook" from the list on the left side of the screen;

(c) The website address http://secap472.un.org/hr_handbook for English and http://secap472.un.org/grh_manuel for French.

5. For staff who do not have access to iSeek, the English and French versions of the Handbook have been posted on the Internet, which the user may access by entering www.un.org/hr_handbook for English and www.un.org/french/grh_manuel for French. However, several features of the Handbook, such as hyperlinks to forms and other documents posted on internal sites, as well as additional search features, are available only if the user is connected to iSeek.

* This circular supersedes ST/IC/2006/8 and is in effect until further notice.

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Updates

6. While navigation of the Handbook is self-explanatory, the user, by clicking the "Read me first" or "À lire avant d'aller plus loin" buttons in the English and French versions, respectively, will obtain a list of newly posted data under "What's new?" or "Nouveautés". The same button will also lead to useful navigation tips, including the choice of browser.